

APPROVED

Minutes
County Road Administration Board
July 10-11, 2003
CRAB Office – Olympia, Washington

Members Present: Grant County Commissioner Tim Snead, Chair
Asotin County Commissioner Don Scheibe, Vice-Chair
Jim Whitbread, Stevens County Engineer
Kitsap County Commissioner Patty Lent
Garfield County Commissioner Dean Burton
Tom Ballard, Pierce County Engineer

Members Absent: Walla Walla County Commissioner Dave Carey
Clark County Commissioner Judie Stanton
Robert Breshears, Lincoln County Engineer

Staff Present: Jay Weber, Executive Director
Walt Olsen, Deputy Director
Steve Hillesland, Assistant Director
Karen Pendleton, Executive Assistant
Randy Hart, Grant Programs Manager
Al King, Intergovernmental Policy Manager
Dave Whitcher, PMS Manager
Larry Pearson, Maintenance Manager*

Guests: Denise Tabler, Office of Financial Management/SACS*
Ramiro Chavez, Pierce County

CALL TO ORDER

Chair Snead called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, July 10, 2003, at the CRAB Office in Olympia.

CHAIR'S REPORT

Introduction of New CRABoard Member

Chair Snead introduced Kitsap County Commissioner Patty Lent and Pierce County Engineer Tom Ballard to the Board and thanked them for serving as Board members.

**first day attendance only*

Approve July 10-11, 2003 Agenda

Commissioner Burton moved and Commissioner Scheibe seconded to approve the agenda with no changes. **Motion carried.**

Elect Chair and Vice-Chair

Chair Snead opened the floor for nominations for Chair and Vice-Chair.

Commissioner Lent moved to nominate Commissioner Snead continue as Chair and Commissioner Scheibe continue as Vice-Chair for another term. Commissioner Burton seconded the motion. **Motion carried.**

Approve Minutes of April 17-18, 2003 CRABoard Meeting

Commissioner Scheibe moved and Commissioner Burton seconded to approve the minutes of the April 17-18, 2003, CRABoard meeting. **Motion carried.**

DIRECTOR'S REPORT

2003 Legislative Wrap-Up

Mr. Weber discussed CRAB's success in surviving the 2003 Legislative Session.

He discussed SB5248 that charges CRAB with developing a Standard of Good Practice for maintenance of transportation system assets. This standard must be implemented by all counties no later than December 31, 2007. Mr. Weber concluded that no additional funding has been approved for the program and alternative ways the program could be funded.

Staff Updates

Mr. Weber announced that Chris Mudgett's last day with CRAB was June 15, 2003. Chris is now working as City Engineer for the City of Olympia.

Al King from WSDOT Highways and Local Programs joined CRAB on July 1, 2003 filling Chris's position.

Cheryl Heinemeyer resigned her position as Secretary in May to take a break and stay home for awhile.

Certifying the Master Roadlog – Resolution 2003-006

Mr. Weber presented Resolution 2003-006 to certify the master county roadlog to reflect the county road system as of January 1, 2003.

Mr. Whitcher briefed the Board on the history of certifying the master county roadlog.

After Board discussion, Commissioner Scheibe moved and Commissioner Lent seconded to approve Resolution 2003-006. **Motion carried.**

Certify MVFT Cost Factors – Resolution 2003-007

Mr. Weber presented Resolution 2003-007 – certify MVFT cost factors to the Board.

Mr. Whitcher briefed the Board on the history of determining each county's fuel tax distribution factors.

After Board discussion, Commissioner Burton moved and Commissioner Lent seconded to approve Resolution 2003-007 which determines each county's fuel tax distribution factor for calendar year 2004 and 2005.

Motion carried.

2003 Annual Certification Form Review

Mr. Weber presented the 2003 Annual Certification Form for their review.

Mr. Olsen discussed changes to the form noting that the Board will not officially adopt the form until the October 2003 CRABoard meeting.

Request for Public Hearing WAC 136-150-022 & 023

Mr. Olsen requested a public hearing be set at the October CRABoard meeting to consider adoption of changes to due dates outlined in WAC 136-150-022 and 023.

Commissioner Lent moved and Commissioner Scheibe seconded to set a public hearing for 2:00 PM on October 9, 2003 to consider proposed changes to WAC 136-150-022 and 023. **Motion carried.**

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers/PWD since April 2003:

1. Mike Selivanoff retired from Garfield County after thirteen years. Garfield County Commissioners advertised the position in May and June and have since hired Grant Morgan as County Engineer. Mr. Morgan began work with Garfield County July 1, 2003.

2. Mark Cook was appointed as Lewis County Public Works Director effective July 1, 2003.

County Visits Completed since April 2003

Mr. Olsen announced that he and Mr. Weber have completed eight Official County Visits since the April 2003 Board Meeting. Specifically:

1. Thurston County, April 25, 2003
2. Ferry County, May 21, 2003
3. Okanogan County, May 22, 2003
4. Chelan County, May 23, 2003
5. Mason County, May 28, 2003
6. Asotin County, June 11, 2003
7. Columbia County, June 12, 2003
8. Walla Walla County, June 13, 2003

State Auditor's Report

Mr. Olsen noted that CRAB has received one audit since the April 2003 Board meeting. Specifically:

1. Pierce County: Special Audit Report SAO #64732, issued on May 29, 2003 covering the period of February 28, 1996 to August 31, 2002. This audit did not detail any findings involving County Road Funds.

Activities

Mr. Olsen reviewed a list of his activities since the April CRAB Board meeting.

BUDGET

2001-03 Biennial Close-out

Ms. Tabler reviewed four spreadsheets detailing CRAB's budget close-out for the 2001-03 biennium.

RAP BUSINESS

Program Status Report

Mr. Hart reviewed a two-page Rural Arterial Program status report.

Resolution 2003-008 – Apportionment of RATA Funds to Regions

Mr. Hart presented Resolution 2003-008 – apportionment of RATA funds to regions. The resolution apportions the accrued amount of \$4,547,820

now credited to RATA to the regions by the established 2001/2003 biennium regional percentages after setting aside \$136,435 (3%) for administration. After Board discussion, Mr. Whitbread moved and Commissioner Lent seconded to approve Resolution 2003-008. **Motion carried.**

Resolution 2003-009 – Establish Regional Apportionment Percentages

Mr. Hart presented Resolution 2003-009 – establish regional apportionment percentages. The resolution apportions percentages, shown in the resolution, established for the five regions for use in the apportionment of RATA funds deposited during the 2003/2005 biennium. After Board discussion, Commissioner Burton moved and Commissioner Scheibe seconded to approve Resolution 2003-009. **Motion carried.**

Grays Harbor County Project Request

Mr. Hart announced, Grays Harbor County, per their letter dated April 25, 2003, has requested a scope reduction (shortening) for their Elma-Hicklin Road project revising the milepost limits from 1.90 – 2.40 to 2.13 – 2.4. The county is requesting no change in RATA funding.

After briefing the Board on the background of the project, Mr. Hart concluded noting that staff has reviewed the project site and the scope reduction request. The rating of the project, as a result of the scope reduction, will increase from 86.5 to 91.5. The increase in points demonstrates that the original alignment and safety deficiencies are now concentrated over a shorter length. Since the re-scoped Elma-Hicklin Road project still ranks well above the funding cut-off, and the county is still committed to the remaining width, alignment and surfacing, CRAB staff recommends approval of the scope change with no change in RATA funding.

After Board discussion, Mr. Ballard moved and Commissioner Burton seconded to approve Grays Harbor County reduction in scope change for their Elma-Hicklin Road project with no change to RATA funding. **Motion carried.**

Douglas County Project Request

Mr. Hart announced that Douglas County requested a \$70,000 increase in RATA funding for their Chief Joe Dam Bridge in accordance with WAC 136-165-010. This is 25% of the originally approved \$280,000. Because the request is less than \$100,000 and does not exceed 25% of the

original RAP funding, staff considered and approved the request in accordance with WAC 136-165, "Increased Allocations of RATA Funds to Projects".

Resolution 2003-010 – Withdrawing RATA Funds from Lapsed Project

Mr. Hart presented Resolution 2003-010 – withdrawing RATA funds from lapsed project to the Board. The resolution withdrawals \$58,000 from Stevens County's Colville Aris BR Project #3397-03, and removes the project from the funding array in which it gained funding. After Board discussion, Commissioner Lent moved and Mr. Ballard seconded to approve Resolution 2003-010. **Motion carried.** Mr. Jim Whitbread, Stevens County abstained from voting.

STAFF REPORTS

Information Services

Mr. Hillesland updated the Board on status of the following. Specifically:

1. Cost Accounting – IRIS out of the picture, possible CAMS
2. Mobility Update – discussed contract with Starling and their progress
3. Design Systems – discussed upcoming training and Road Design Conference
4. CRAB Systems – discussed update of computer systems for staff, new training machines, and new security system

Maintenance Management

Mr. Pearson updated the Board on the progress of the Maintenance Management Program. He noted that the Maintenance Management Operations Manual has been prepared by the County Road Administration Board for the counties of Washington State. The manual is intended to support implementation and operation of a formal Maintenance Management System (MMS) and is intended for use by the individuals with responsibility for the development, implementation and operation of a county's MMS. The general maintenance management concepts described in the manual are applicable to all counties. Specific details of maintenance management, however, may vary from county to county due to varying conditions and needs.

Urban Area Transportation Boundaries

Mr. Whitcher provided the Board information on the current status of the Urban Area update process.

The Urban Area Boundary and the Federal Function Classes are updated based on the U.S. Census, taken every ten years. Once the Census Bureau certifies the results, they review the census tracts to determine what the urban areas are. An urban area is composed of adjacent census tracts that have a total population of more than 5,000 in the area. There are two categories, urbanized areas with a population over 50,000 and urban clusters with a population between 5,000 and 50,000.

The next step is to 'smooth' the highway urban area boundaries. This involves moving the boundaries out, where needed, to include entire city limits, place the boundary on features easily recognized on the ground (rivers, roads, railroads, etc.), and other purposes. This is done by the MPO in urbanized areas and the RTPPO in urban clusters.

Once the urban area boundaries are finalized, they are approved by the FHWA. Then the federal function class is revised for those roads affected by the new highway urban area boundary, and approved by the FHWA.

These urban areas have no relationship to growth management area boundaries or other planning boundaries. When the urban area boundaries are being 'smoothed', they may take these boundaries into consideration.

The boundary review team has received maps from most of the urban areas. Twenty-seven urban area maps have been approved by the team and by FHWA and have been signed. These final approved maps have been sent to the counties, and they are in the process of updating the Roadlog. The latest status report from team leader Ralph Wilhelmi, WSDOT Transportation Planning office is part of this report.

Steve Hillesland has prepared a CRIS routine that automates the update process as much as possible. This has been sent to the counties, along with a description of how the upgrade process should work. When the counties get their maps, they can begin the update process. Once the Roadlog is updated, the list of roads with updated urban/rural status will be sent back up the chain to the boundary review team for review and approval. CRAB staff will provide assistance as needed.

Possible a meeting will be held on August 31, 2003 for approval of all urban area boundaries. If this does happen, counties will have about 2 (maybe 3) months to complete the CRIS roadlog update process and send

the functional classification information back to the boundary review team for review and approval. There is a possibility that some urban areas may not have their function classes approved by December 31, 2003. We will know more about this possible dilemma by the October CRABoard meeting.

Chair Snead recessed at 4:45 PM on July 10, 2003. The CRABoard meeting will resume July 11, 2003 at 9:00 A.M.

**County Road Administration Board
July 11, 2003
Friday**

CALL TO ORDER

The second day of the summer CRABoard meeting was called to order by Chair Snead at 9:00 AM on July 11, 2003.

PIERCE COUNTY STATUTE

Mr. Hart reviewed findings from the April CRABoard meeting regarding defining rural areas.

Ramiro Chavez, Pierce County discussed concerns opening the statute and Pierce County's new proposal to RCW 36.79.010.

After lengthy discussions, Mr. Ballard moved and Commissioner Scheibe seconded to direct staff to enter into discussion with the Transportation Improvement Board staff regarding defining rural areas as classified by the most recent update of the Federal Aid Urban Boundaries. Motion carried.

Mr. Ballard moved and Commissioner Burton seconded to adjourn at 10:00 AM. Motion carried.

Chairman

ATTEST: _____